

## SAFETY TIPS DURING THE HOLIDAY SEASON

Natural evergreen trees and artificial trees are permitted at NCI-Frederick. To assure trees are relatively safe, select pre-cut trees that appear fresh with firm, green needles. Cut the tree off at least one inch from the original cut and place the tree in water as soon as possible. Keep the tree in water during the entire period, checking water level daily. Artificial trees, both plastic and metal can burn. Those with built in electric lights must carry an Underwriter Laboratory Approval (UL) label. Use indirect lighting in metal trees to avoid the danger of electrical shock because of faulty electrical light sets may electrically charge the entire tree. Do not leave trees where they block exits.

### Decorations

Use non-combustible or fire retardant materials. Look on the item or box for the UL label for information on non-combustibility. Make sure that electrical decorations that are hot when held by your fingers are not in contact with materials that will burn (drapes, window shades, furniture or other decoration materials used with the electrical item).

### Electrical Lights and Decorations

Use low-heat producing, miniature lights that can be held by your fingers. Look for the UL label on lights sets and check the sets before using. If cords are frayed, deteriorated or individual light sockets are not working, do not use the light set. Extension cords must be no smaller than 18 gauge wire (AWG 18). Electrical loads up to 10 amps or 1,200 watts can be carried on #18 wire (cord will have 18/2 on the wire). Loads up to 13 amps or 1,560 watts can be carried on #16 wire (16/2 on the wire). Do not overload receptacles by using multiple plug-in connectors and do not exceed 12 amps on one receptacle. Circuit breakers on most branch lines to receptacles are rated on 15 amps. Look for amperage or wattage ratings on electrical items to determine total loads. Decorations, including electrical types, are not to be attached to other electrical sources, light fixtures, or to fire alarms or sprinkler systems. Use string, clips, tie-wire or thumb tacks to attach and support the weight of decorations.

### Removal of Decorations

Decorations should be removed by early January. Pick-up of evergreen trees and other decorations will be made throughout the month. Contact the incinerator staff at 301-619-2323 for a pickup schedule.

Contact EHS at x1451 if there are any questions on the use of decorations. After decorating, please feel free to give us a call to check the display or area to make sure it is fire-safe.

**The EHS Staff wishes each and everyone a safe and happy holiday season!!!**